

FastTrack to Level C

Comprehensive and successful
small group training



Knowledge Circle

Bureau/Suite 850, 130, rue Slater Street, Ottawa, ON K1P 6E2
Tel/Télé: 613-233-2112 Fax/Télé: 613-233-5767 info@knowledgecircle.ca

Take advantage of FastTrack to Level C to achieve a durable and sustainable Level C.

- Improve your linguistic skills to go from Level B to Level C in a 16-week full-time programme
- Acquire advanced language skills through a variety of learner-centered activities, all geared to the needs of professionals in the public service
- Learn in a professionally relevant framework through a thematic approach

Discover the winning formula:

- Language acquisition through themes
- Relevant workshops geared to meet the requirements of the Second Language Evaluation and to give you the confidence to work in your new language

PROFESSIONAL • STRUCTURED • SUCCESSFUL LANGUAGE TRAINING
L'EXCELLENCE EN FORMATION LINGUISTIQUE



With the financial participation of:



Canada

This unique full-time training programme is designed for all public servants who need to meet their Level C and who want to work confidently in their second language. This course is of special interest to managers who worry about short deadlines and long waiting lists and who want comprehensive, solid and successful training within a reasonable time frame.

Inspired by current research in the field of self-directed learning approaches in adult education, Knowledge Circle is proud to offer a full-time, a small group programme to achieve a durable and sustainable Level C in French. This course promotes active learner participation and intensive oral interaction, which combine to reinforce and develop each component of the acquisition and use of French as a second language in the workplace.

Overview of FastTrack to Level C

- Intensive, full-time course of 16 weeks (4 months)
- Team of two language-learning facilitators lead each group
- Maximum 5 participants per group

Who Should Attend

This programme is designed to meet the needs of those who have a Level B in Written Comprehension, Written Expression and Oral Interaction and who wish to achieve their Level C .

How You Learn

Using the most effective adult educational approaches, you acquire your second language through a variety of activities and a series of workshops.

Presentations

As you near the end of the programme, you deliver the presentations that you have been developing during your self-directed learning periods and group work. These presentations are geared to overcome those problematic areas most people encounter when passing the Second Language Evaluation. You are also acquiring second language skills that are relevant to your professional needs.

Group Facilitation

Each week, you increase your abilities to communicate in a structured fashion by facilitating a group discussion, giving you the skills to manage both meetings in your second language at your office, and the second language evaluation.

Themes

The thematic approach gives you the ability to learn the language within the context of a topic. Each week a new theme is explored using video, audio, text, group discussions, presentations, reports.

Targeted Language Sessions

Each day, you participate in a Language Development Workshop to develop your linguistic, discursive and communicative competencies. For example, in the pronunciation workshop you practice sound production, rhythm, and intonation paying special attention to areas where pronunciation can interfere with the understandability of your message.

Structured Self-Directed Learning

A period of time each day is dedicated to your preparation work for the various workshops and learning activities. This is also the time for you to supplement your training with individual one-on-one work with your instructor.

Second Language Evaluation Preparation

To increase your abilities, all group work, debates, presentations, group facilitation and interviews are geared to giving you the language skills to manage and pass the second language evaluation. This dynamic approach makes thinking and speaking in your second language a natural occurrence.

All of the programme's activities are geared to developing your skills to manage the second language interview. The group activities are supplemented with one-on-one coaching, interview simulation and role-playing so that you increase your confidence, diminish your "test" stress and focus on those areas where you need to improve.

Follow-up and Evaluation

- Learners are evaluated on the following criteria: vocabulary, grammar, syntax, organization of their speech, definition of the subject, credibility, register, interaction and communicative behaviours.
- Daily group feedback orally from language instructors
- Weekly, individual evaluation sessions and preparations for Level C on the Oral Proficiency Test
- Monthly written evaluations
- Learner feedback on learning strategies and activities

Other Information

- **Material and equipment:** all educational material is provided, including audio-visual and computer equipment for the realization of the learners' individual and group work
- **Reports for Language Training Advisors and Managers:** Knowledge Circle provides a copy of the Evaluation Reports and an Attendance Report as well as any other pertinent information concerning the learning path of the participants.
- **Location:** training takes place in downtown Ottawa at 130 Slater Street
- **Fees:** \$8,100.00 (\$13.50 per hour)

Information and Registration

For further information concerning *FastTrack to Level C* and all Knowledge Circle programmes, or to register in one of our programmes, please contact us at 613-233-2112, ext. 2, or by email at info@knowledgecircle.ca

To find out about all Knowledge Circle second-language training programmes, please visit www.knowledgecircle.ca.

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